

First Time Users to VTHR

Oracle Employee Self Service (VTHR) allows employees to view/edit their personal information, view their paycheck data, enter their timesheet and view and apply for positions online.

Every employee paid by the State of Vermont has a VTHR Account created automatically within the Oracle application. To access your account, you will need to know what your 5 digit Employee ID is, a password and a computer with Internet access. With VTHR you can access your information anytime, anywhere!

Information for First-time Users:

Where do I log into my VTHR Account?

www.humanresources.vermont.gov

There are several ways to get to the VTHR Sign-in page from the main web page:
Click "VTHR Login Here" on the right of the page as shown in the picture below



Where do I find my 5-digit Employee ID and password?

Your 5-digit Employee ID is located on the back of your security badge. You can also see your Employee ID on your pay advice.

Your default password will work just onetime; the default password is:

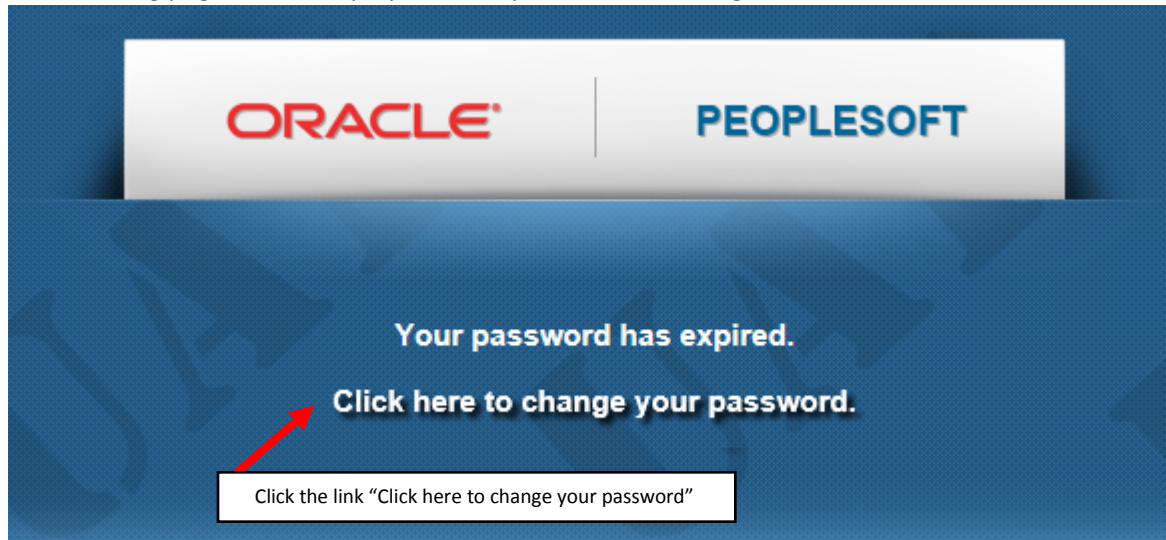
- Your first name with the first letter capitalized
- Immediately followed by the middle 2 digits of your Social Security Number
- Immediately followed by your last name with the first letter capitalized
- **EXAMPLE:** Employee John W. O'Brien, whose social security number is 008-12-3456 has a default password John12Obrien
- Your default password will expire immediately when you sign into your account
 - o Passwords expire every 90 days.
- Please note, the first name is the name your checks are made payable to. If your check indicates Elizabeth, you cannot login as Beth. If your check indicates John, you cannot login as Jack.

The information on the following pages will provide step-by-step instructions on how to sign into your VTHR Account for the first time.

Signing into your VTHR Account the First Time:

The screenshot shows the 'Sign In' page for the Vermont Department of Human Resources. At the top, there is a header with the Vermont logo, the text 'Department of Human Resources State of Vermont', and a green map of Vermont with 'VT' and 'HR' on it. Below the header, there is a link 'Back to DHR Home'. The main section is titled 'Sign In' and contains two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field, a red arrow points from a box labeled 'Type in your Employee Id'. To the right of the 'Password' field, a red arrow points from a box labeled 'Type in your default password'. Below the input fields is a green 'Sign In' button. A red arrow points from a box labeled 'Click on Sign in' to the 'Sign In' button. At the bottom, there is a link 'I Forgot My Password'.

The following page will be displayed when you click on the 'Sign In' button



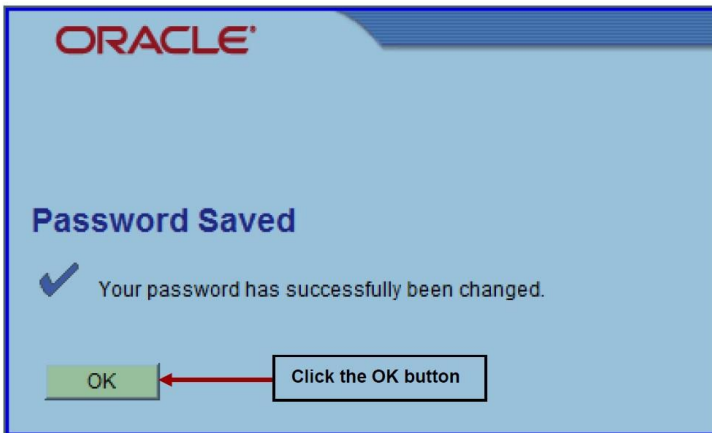
When you click the [Click here to Change your password](#) link the Change Password page will automatically be displayed for you

Password Requirements:

- The password must be a minimum of 8 characters long
- The password must include at least one number
- The password should include at least one capital letter
- Do not include spaces in your password
- **EXAMPLE:** MyPassword01

The screenshot shows the "Change Password" page in the Oracle PeopleSoft system. The page includes the Oracle logo and the title "Change Password". Below the title, there are two fields: "User ID:" with a placeholder "Your Employee ID will show here" and "Description:" with a placeholder "Your Name will show here". Below these are three password fields: "*Current Password:", "*New Password:", and "*Confirm Password:". To the right of each password field is a red arrow pointing to it, with a text box containing instructions: "Type in your default password here", "Type in a new password here", and "Type in the new password again" respectively. At the bottom left is a "Change Password" button. To its right is a red arrow pointing to it, with a text box containing the instruction: "Click the Change Password button after filling out lines 1, 2 and 3".

The password confirmation page will automatically be displayed for you, click the OK button



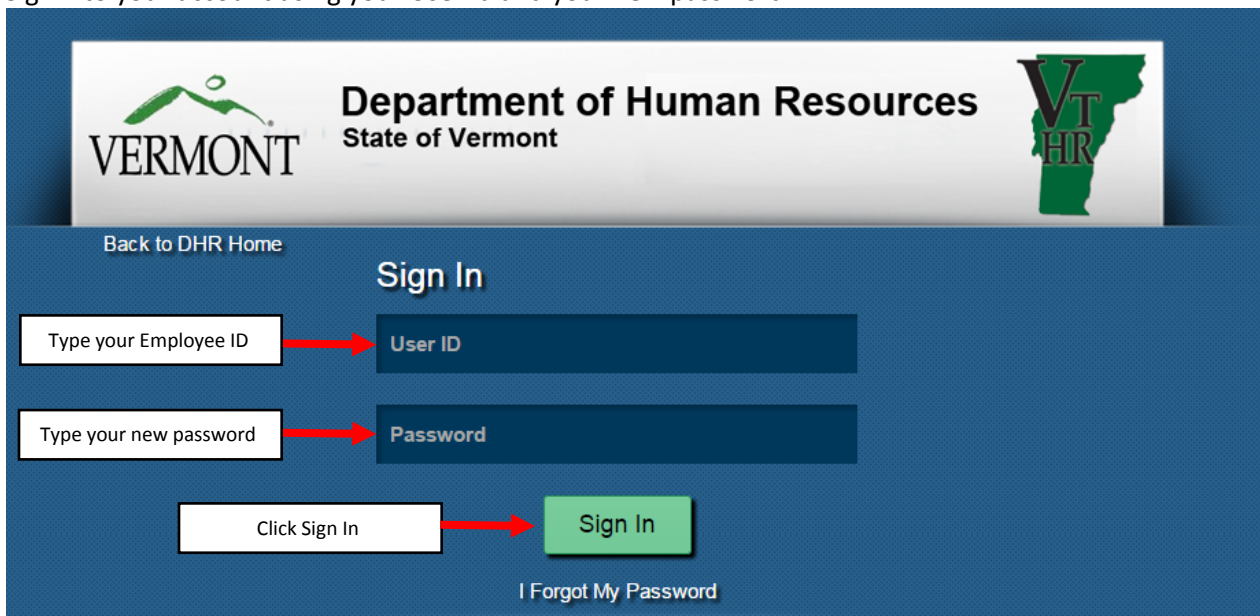
You will be taken into your VTHR Account.

You must complete this process by clicking the "Sign out" link now.



You will be taken back to the Employee Self Service Sign-in page.

Sign into your account using your User Id and your new password



Click Sign In and you will be taken into your VTHR Account.

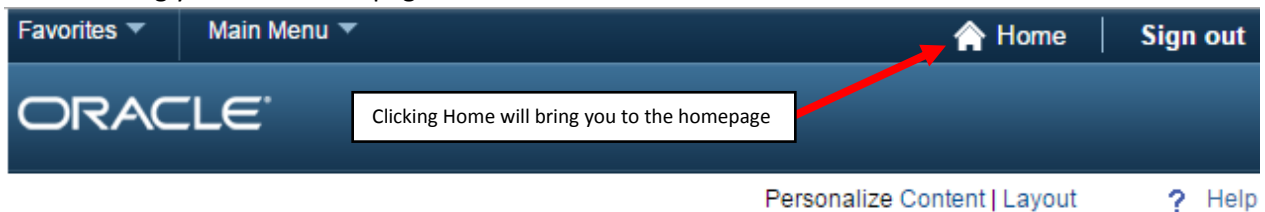


You can navigate within your account using the top menu items.

- Along the top of the page you can use breadcrumbs. Click the menu choices from the listings within breadcrumbs

If you are not sure where you want to navigate to, click the Employee Home page icon

This will bring you to the homepage of VTHR



Before you finish using your VTHR Account be sure to set up “My System Profile” within your account. Refer to the “My System Profile” Guide for a detailed description of this process.

When you have finished using your VTHR Account always click the “Sign out” link on the right side of the page

